FY 2019 Guidelines
NEW JERSEY CULTURAL TRUST
Capital Facilities Grants for Arts Organizations

The New Jersey State Council on the Arts is pleased to announce that the guidelines and application forms are now available for New Jersey Cultural Trust grants to support Capital Facilities Grants for arts organizations. This is an important program to enable our state's nonprofit arts organizations become stronger by achieving operational stability and building their capacity to advance their work and impact.

Important dates:
- **January 17, 2018** – Notice of Intent (NOI) (**SAGE**) and guidelines released to the field
- **January 18, 2018** – Cultural Access Network Workshop (33 West State Street, 4th Floor, Trenton, NJ)
- **January 31, 2018** – Cultural Trust NOI Workshop (33 West State Street, 4th Floor, Trenton, NJ) 10:00AM
- **February 15, 2018** – Notice of Intent is due (required but non-binding). The Council will not accept a Cultural Trust Application that was not preceded by a NOI.
- **February 15, 2018**- Deadline for applications submitted to the Cultural Trust for Qualification
- **March 7, 2018** – Application available in **SAGE** for eligible applicants
- **March 15, 2018** – Cultural Trust Application Workshop (33 West State Street, 4th Floor, Trenton, NJ) 10:00AM
- **April 6, 2018** – Applications due from eligible applicants
- **May/June 2018** – Council convenes peer panels, craft recommendations
- **Fall 2018** – Cultural Trust will take action on and announce grants
- **January 1, 2019 to June 30, 2020** – Grant period for successful projects

Priority: For this round the Cultural Trust is only accepting applications for projects that improve a qualified arts organization's physical accessibility or patron services in support of its Americans with Disability Act (ADA) Plan.

Eligibility: Applicants must provide a completed three-year ADA Plan that includes the project for which the organization is applying to the Cultural Trust. The ADA Plan (if available, include Evaluation) is required for the NOI application due on February 15, 2018. *Note: Organizations not currently GOS/GPS grantees of the State Arts Council can access the ADA Plan template both through the SAGE system or on the Cultural Trust website.*

Qualification: In order to be eligible to apply for funds from this program, organizations must first be designated "qualified" by the Cultural Trust. The information and application required for qualification are available directly from the Cultural Trust website or by calling 609-984-6767. Organizations not yet qualified are urged to complete the application process as soon as possible to ensure eligibility. Applications for qualification must be received at the Cultural Trust office by February 15, 2018 in order to be considered in time for the April 6, 2018 application deadline.

Questions: Please contact: Tammy Herman, Director of Programs and Services, at Tammy.Herman@sos.nj.gov or 609/292-4435 or Don Ehman, Director of Artist Services, at Donald.Ehman@sos.nj.gov or 609-984-7023.

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Background: The New Jersey Cultural Trust was established by law in July 2000 to develop a permanent source of additional funding for arts, history and humanities organizations to help them achieve greater financial and operational stability in order to improve their service to the public. The *Cultural Trust Act* created a Trust Fund, the interest earnings of which may be awarded as grants to support capital projects, endowments, and institutional and financial stabilization of *qualified* organizations. The Act directs the New Jersey State Council on the Arts, the New Jersey Historical Commission and the New Jersey Historic Trust to design and administer programs that recommend projects to the Cultural Trust for such grants.

Qualification: To be eligible for these funds, an organization must be a New Jersey-incorporated, nonprofit arts organization (no schools, colleges, units of government, or religious organizations) that has been qualified by the Cultural Trust. Applications for qualification are available from the [Cultural Trust website](#) or from its office by calling 609-984-6767 and must be submitted by **February 15, 2018** in order to be qualified by **April 6, 2018**. To become qualified, an organization must demonstrate that it:
- fulfills **a primary arts mission** through active programs and services
- has been in operation for a minimum of 4 years
- is tax-exempt
- has a functioning board that provides financial oversight to the standards set by the Cultural Trust

Priority: For fiscal year 2019, the grant program is devoted to Capital Facility projects that improve access to an arts organization's facility or services for patrons with disabilities. Cultural Trust grants are extremely competitive given the number of applications submitted and the amount of funds available. Due to the significant interest in this program and the volume of applications, organizations are encouraged to think critically and strategically about proposed projects and consider the following to facilitate the development of the project in cooperation with your ADA Coordinator, staff and board:
- Define the challenges the organization is confronting with regard to providing access to patrons with disabilities;
- Review the organization's ADA Plan to identify accessibility goals;
- Examine facility and access services to determine a feasible project that can be accomplished in 18 months and sustained beyond the grant period.

Ineligible Projects: Projects for buildings listed on the New Jersey and/or National Registers of Historic Places or that are a contributing resource to a listed Historic District are ineligible for this grant. Organizations with stewardship responsibility for such structures can apply for funding through the NJ Historic Trust in the years in which they review Cultural Trust Grants. Exception: Organizations that wish to submit proposals for the purchase/expansion of assisted listening equipment or website upgrades may apply.

Eligible Projects: The Cultural Trust is only accepting applications that assist an organization in improving the physical accessibility to its building or its patron services in support of the organization's Americans with Disability Act (ADA) Plan. Grants may not replace other funds and must be in addition to funds originally and normally budgeted for or associated with the basic operations of an organization. The following types of capital projects that provide accessibility to patrons with disabilities are eligible:
- Curb cuts
- Tactile ground or floor finish installation

- Automatic door openers
- Door hardware replacement
- Widening of door openings
- Ramps or other grading projects which make the building accessible for wheelchairs
- Box office/coat room/concession stand service counter height
- Access between floors or levels of the building, including ramps, elevators, and platform lifts
- Accessible interior and exterior railings
- Accessible restroom fixtures and stalls (including grab bars, towel dispensers, shelves, and toilet partitions) and/or a new single occupant accessible rest room.
- Conversion to or addition of more accessible auditorium seating, including platforms, railings, lighting, finishes, and fixed or loose chairs
- Accessibility signage including those for parking, entrances to building and ramps
- Wiring of performance spaces for audio looping, FM and infrared listening systems
- Accessible dressing rooms with appropriate counter and makeup mirror heights
- Purchase of or expansion of assistive listening equipment
- Website upgrades to provide adjustable font size, alternate text for images, high contrast of text and background and accessibility services

Number of Applications: A qualified organization may submit only one application in the FY19 cycle.

Grant Size: Grants will generally range between $10,000 and $50,000.

Match and Financial Requirements: There is **no** matching requirement. However, if an organization's project costs more than the amount requested, the proposal must clearly demonstrate the organization's ability to provide the additional required funds. Cultural Trust funds may not be used to match any other State of New Jersey grant.

Reporting Requirements: Any construction projects requiring architectural plans, building permits, or certificates of occupancy, must provide an Architect Report (AIA Form verifying the satisfactory completion of all work and adherence to local building codes) as a requirement of the final report and reimbursement.

Evaluation Criteria: Review and reference the Evaluation Criteria in preparation of the narrative. Successful narratives are clear and convincing and are supported by budgets and links to support materials. Panels look for evidence of solid program planning and implementation in accordance with the following criteria:
1. The ability of the project to significantly improve access for patrons with disabilities.
2. How the project fits into the organization's ADA Plan.
3. The ability and organizational commitment to successfully execute the project including adequate project planning and the extent to which the proposed project can be successfully accomplished with the grant and other resources (staff, consultants, etc.) available to the applicant (present a specific, realistic project budget).
4. The ability of the applicant to sustain or build upon the gains made through the project after project funds have been expended.

Narrative Guidelines: A narrative of no more than 3 pages (12,500 characters or less) in length that responds to the Narrative Topics.

Narrative Topics: The Narrative Topics are the framework for writing the narrative. Compose a narrative that will provide a panelist, who does not know your organization, the ability to understand it in relation to the grant criteria.

1. <u>Briefly</u> describe your organization, its mission, its major programs, and ADA services, and the audience to be served <u>as context</u> for the project, and the organization's major challenge(s) to providing access.
2. <u>Fully</u> describe the proposed access project. Describe why you think this project addresses the major challenge as stated in your answer to question #1. Describe the property's use and accessibility. How will the proposed project benefit the patrons' use?
3. Discuss why the project is a high priority and how it fits into your organization's ADA Plan and patron services. How is this project a logical next strategic step for providing access? What was the self-assessment behind determining the need for the project?
4. How will the project be accomplished? What resources (staffing, other funds) will be used? What are the human resources necessary, both internal and external to the organization, such as staff time on the project and to work with consultants? Applicants may include in the application the cost of current staff resources dedicated to the project and pro-rated as such, however Trust funds requested cannot be used to cover these costs. If the project will cost more than the grant funds requested, how will the funds or additional resources be obtained and when will these resources be in place? Please be specific and provide documentation (account statements, letter of commitment from additional public or private funding source(s), or fundraising plan).
5. How will the improvements made through the project be sustained, independent of future Cultural Trust funds? What is the specific project outcome expected? How will the project lead to permanent improvement for patron access?

Support Materials: Required and optional support materials play a significant part in the evaluation process by reinforcing what is presented in the narrative. The support materials are important tools that provide the panel with a complete picture and basis for evaluation.

All support materials are uploaded or linked in SAGE. <u>Mailed-in print materials will not be accepted</u>. The maximum file size that can be upload is 13 MB. There is no size restriction for linked work samples. Do not submit links to password protected sites or pages.

Required Support Materials
- Link to the organization's website
- Organization's most recently completed audit
- Resume **OR** brief biography of the ADA Coordinator.
- Credentials of a registered New Jersey architect or consultant. It is important to include the Request for Proposal (RFP) and/or the process used to select or to be used to select any architect or consultant so that the panel fully understands the process and/or the decision for selection of a proposed consultant.

Please note: The credentials and experience of the project team and consultants are considered in relation to the proposed scope of work. Architects must be licensed in the State of New Jersey. Other consultants/contractors must demonstrate that they meet or exceed accepted professional qualifications and are licensed in their respective fields.

- If available, a copy of the architect's scope of work including costs, timeline/construction schedule, and deliverables for payment.
- For projects requesting funds for equipment, include vendor quotes.
- Current ADA Plan (if available, include evaluation) - Organizations that are not current Council GOS/GPS grantees must download, complete, and submit a three-year ADA Plan that includes the proposed project as one of its goals.
- Deed or valid five-year lease to demonstrate control of the property
- Up to 5 images of the space or area to be renovated.

Optional Support Materials: In addition to the required support materials, applicants may provide **up to three additional items of support material**. Each item is counted as one piece of support material. For example, a multi-page program is considered one piece; each planning document or article is considered one piece, as is each photo, brochure, letter of support, etc.

Application Submission and Deadline: All parts of the application are submitted through **SAGE**. The application deadline is **April 6, 2018.**

Please note: *You will receive an e-mail confirmation from SAGE when your application is successfully submitted.*